

**SUPERVISOR OF DEPARTMENTAL RECORDS
STUDY GUIDE**

A written examination for the class of **SUPERVISOR OF DEPARTMENTAL RECORDS** to be administered in **WEST MONROE** on **SEPTEMBER 19, 2001**, will consist of approximately **112** multiple-choice questions. The examination will test your knowledge in the following subject areas:

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
MANAGING EQUIPMENT AND SUPPLIES Knowledge of the management and maintenance of equipment and supplies, including verifying that equipment meets applicable standards.	11.6%
RECORDS MANAGEMENT Knowledge of effective records-management practices, including preparation, content, format, control, and retention.	38.4%
REPORTS AND CORRESPONDENCE Knowledge of effective report preparation procedures, including the compilation, analysis, and organization of data into an effective written format for reports or official correspondence.	11.6%
SUPERVISION Knowledge of the practices and techniques used in effective supervision in order to manage the work of subordinates.	15.2%
PUBLIC RELATIONS Knowledge of effective public relations practices which foster a positive public image of the department through contact with the public.	4.5%
TRAINING Knowledge of the procedures for developing and implementing an effective training program, including serving as an instructor.	8.0%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
FINANCIAL MANAGEMENT Knowledge of the financial management process of a public agency, including bookkeeping procedures and overseeing the expenditure of budgeted funds.	10.7%

REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

PRIMARY REFERENCE MATERIAL

EFFECTIVE SUPERVISORY PRACTICES/Better Results Through Teamwork, International City Management Association (ICMA), 1120 G Street, N.W., Washington, DC 20005, 3rd ed., 1995. (NOTE: May also be obtained through LSU Firemen Training Program).

SUPERVISION OF POLICE PERSONNEL, Iannone N. F., Prentice - Hall, Inc.(Series in Criminal Justice), Englewood Cliffs, NJ 07632, 5th ed., 1994.

POLICE ADMINISTRATION, Wilson, O. W. and McLauren, Roy C., McGraw-Hill Book Co., New York, N. Y., 5th ed., 1997.

ADVANCED SUPERVISORY PRACTICES, International City/County Management Association, 777 N. Capitol Street N.E., Suite 500, Washington, D.C. 20002-4201, 1992.

BUSINESS COMMUNICATIONS, Dumont, Raymond A., and Lannon, John M., Little, Brown and Company, 34 Deacon Street, Boston MA 02108, 2nd ed., 1987.

MANAGEMENT POLICIES IN LOCAL GOVERNMENT FINANCE, International City/County Management Association (ICMA), 777 N. Capitol Street NE, Suite 500, Washington, D.C. 20002-4201, 4th ed., 1996.

LOCAL GOVERNMENT POLICE MANAGEMENT, (Municipal Management Series), International City Management Association (ICMA), 777 N. Capitol St., N.E., Suite 500, Washington, DC 20002-4201, 3rd ed., 1991.

POLICE FIELD OPERATIONS, Adams, Thomas F., Prentice-Hall, 2nd ed., 1990.

The local civil service board should make this study guide available to all applicants in whatever

manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.